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9 AUG 1968

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Space

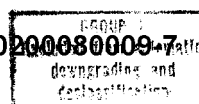
REFERENCES : (a) Memo dtd 27 May 68 to D/L fr DD/S, same subject
(b) Memo dtd 5 June 68 to DD/S fr D/L, subj: Approvals for and Utilization of Agency Space

1. This memorandum contains recommendations for your approval; such recommendations are contained in paragraph 8.

2. In response to your directive in Reference (a), attached are the results of our survey of space occupied by the Agency in Metropolitan Washington and the outlying locations. [REDACTED]. The attached material and the summary in this memorandum are based on a visual inspection of each building, personnel strength data obtained from each occupying component, and official Table of Organization figures provided by the Office of Planning, Programming and Budgeting. The survey also included analyses of personnel occupancy and machine utilization of space, inquiry as to previously approved programs for which new space will be required, and investigation of space utilization by other Government agencies. As a byproduct, the compilation of all survey data was accomplished by computer and serves as a pilot program for complete computerization of future space inventories and analyses.

3. The combined office and nonoffice space included in the survey totals [REDACTED] Washington area. A tabulation of the combined office and nonoffice space utilized by each Agency component in each building facility in the Washington area is contained in Attachment 1.

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25X1A is most densely occupied in the Headquarters Building and most sparsely occupied [REDACTED]. A summary of the office space and occupying personnel for each Agency component, including separate detail for each major office building, is contained in Attachment 2.

25X1A 5. A comparative analysis of the employee-to-square-foot ratios of office space for each Agency component, in relation to the overall averages of this Agency and other Government agencies, is shown in Attachment 3. The Agency average is [REDACTED] feet per employee. Thirty-three Agency components have more space per employee than the Agency average and 18 have less. This analysis indicates where the search for excessive office space should commence; i.e., the least densely occupied. It is, therefore, proposed as the foundation of the system whereby sparse, substandard utilization of such space is identified and a determination reached as to whether it can be economically recaptured.

25X1A 6. Space in the Washington area used for nonoffice purposes, such as training, conference, laboratory, records storage, supply, and machine functions, amounts to [REDACTED]. 25X1A 1. The Headquarters Building contains the greatest amount of nonoffice space, with the least amount in the [REDACTED] (Attachment 2). It is readily evident that a major portion of the nonoffice space, such as that [REDACTED] cannot be economically converted to office use nor can it be diverted from its present functional purpose. In some instances, particularly where nonoffice space is not fully utilized, construction engineering studies should be accomplished to determine whether such space can be economically converted and maintained for office use. An example is the TDY quarters space [REDACTED] 25X1A In this connection, detailed survey comments on the [REDACTED] 25X1A and [REDACTED] space and the local [REDACTED] are included in Attachments 4, 5, and 6. The consensus reached from these comments is that it is not in the best interests of the Agency to consider either of these installations, in their current state, as suitable for office or general purpose usage.

25X1A 7. In the light of this initial survey, it is concluded that a program for the most effective utilization of Agency space should include the following objectives:

a. For office space:

(1) Identify, through continuous, comprehensive review, that portion of office space which is substandard to the average Agency occupancy rate.

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(2) Require justification for office space which does not meet the average of Agency occupancy.

(3) Establish a reserve of office space for future programs and activities from that which cannot be justified for retention.

b. For nonoffice space:

(1) Determine, through continuous, comprehensive review and engineering studies, that portion of nonoffice space which is not being effectively utilized and which cannot be economically converted to office use.

(2) Require justification for any nonoffice space which appears to be excess and economically feasible for office use.

(3) Relinquish nonoffice space which cannot be justified for retention and cannot be economically converted to office use.

To provide for carrying out these objectives, a proposed directive for issuance by the Executive Director-Comptroller and a Headquarters Notice have been prepared and included as Attachments 7 and 8.

8. To accomplish the program objectives described in this paper, it is recommended that:

a. The inventory and analysis of space submitted in this survey (Attachments 1, 2, and 3) be established as a base for a perpetual inventory and analysis which will be updated by the Office of Logistics continuously whenever changes occur in the occupancy or availability of space.

b. The perpetual inventory be programmed as a computerized system, with complete reports and analyses submitted to the Deputy Director for Support and appropriate portions to each occupying component semiannually.

c. Occupying components, who are shown by inventory analysis to be substandard to the Agency average in space utilization, be required to justify continued retention of the total space occupied or to relinquish any portion determined to be excess.

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d. The proposed directive and Headquarters Notice (Attachments 7 and 8) be signed and distributed.

Signed: George E. Meloon

George E. Meloon
Director of Logistics

8 Atts

The recommendations contained in paragraph 8 are approved.

R. L. Bannerman
Deputy Director
for Support

Date

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